

RECREATION MANAGER

NATURE OF WORK

This is responsible administrative work supervising and coordinating the delivery of recreational and educational services to the community.

Work involves responsibility for directing the operation of pools, recreation centers, playgrounds, athletic leagues, programs for special populations, and youth, senior and adult recreational and educational services. An employee in this class exercises considerable independence in developing and implementing projects and programs, and is responsible for their successful completion. This position is supervised by the Superintendent of Parks — Administration with work being reviewed in the form of conferences, reports and effectiveness of the services and programs provided. Supervision is exercised over subordinate recreation supervisors and part-time employees.

EXAMPLES OF WORK PERFORMED

Analyzes and determines the community's recreational and educational needs, and develops, implements and coordinates city-wide programs to meet those needs.

Assigns and coordinates the work performed by subordinate employees; interviews, hires, and evaluates employees.

Participates in the preparation of the recreational budget including recommending appropriate fee structures, processing registrations, recording and depositing receipts, and monitoring personnel and equipment accounts.

Coordinates community-wide special events and projects; establishes cooperative programs with neighborhood and community organizations; coordinates the delivery of services with the Lincoln Public Schools at joint facilities.

Coordinates the scheduling of concerts and other events at the Antelope Band Shell; coordinates the contract for the Holmes Lake Marina.

Creates and distributes professional publicity on available programs and activities.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the principles, methods and objectives of public recreation for all age groups.

Considerable knowledge of the principles and methods used in organizing and supervising recreational activities.

Considerable knowledge of the principles and methods involved in conducting educational classes for all age groups.

Knowledge of the principles, methods and practices of municipal finance, budgeting and accounting.

Knowledge of the safe operation of public swimming facilities and other recreational facilities.

Knowledge of the principles of staff development and training.

Ability to maintain effective working relationships with community groups, municipal officials, coworkers, subordinate staff and the general public.

Ability to communicate effectively both orally and in writing.

Ability to plan, assign, coordinate and evaluate the work of subordinates engaged in the delivery of recreational and educational programs.

Ability to prepare budget requests and monitor expenditures.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major course work in park and recreation administration, public administration, business administration, physical education or related field with considerable supervisory or managerial experience developing and coordinating city-wide recreational and educational programs.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major course work in park and recreation administration, public administration, business administration, physical education or related field with experience developing and coordinating recreational and educational programs; or any equivalent combination of training and experience which would provide the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Must possess and maintain a valid Nebraska driver's license.

Approved by: _____
Department Head

Personnel Director

6/92

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